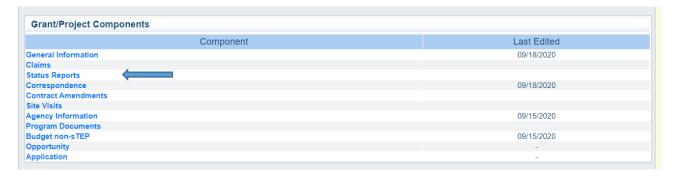
How to submit a **EQUIPMENT DISPOSAL** form in Iowa Grants

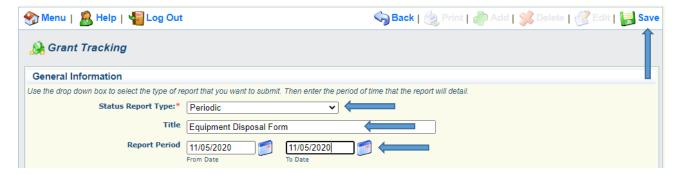
- Go to <u>www.iowagrants.gov</u> and log in
- Click on My Grants and then select grant for current fiscal year
- Click on Status Report



Click on Add at the top of the page

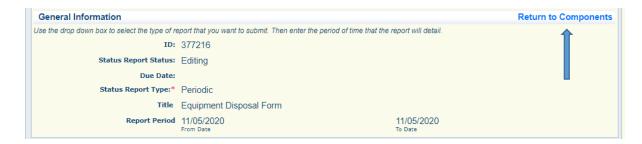


• Select Periodic from the Status Report Type drop down menu



- For the Title Field, enter "Equipment Disposal Form"
- In the Report Period fields, the From Date and To Date should both be the date in which you are submitting the form. Click on the calendar icons to select the dates.
- Click Save in upper right corner

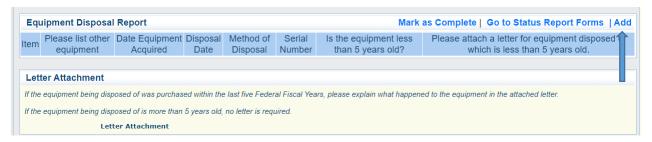
Click Return to Components



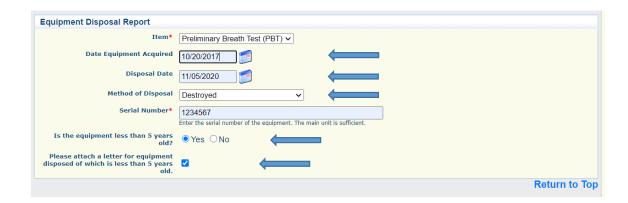
Click on Equipment Disposal Report in the table

Components		Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.		
Name	Complete?	Last Edited
General Information	✓	10/07/2020
Equipment Disposal Report		

Click on Add in the upper right corner of the Equipment Disposal Report box



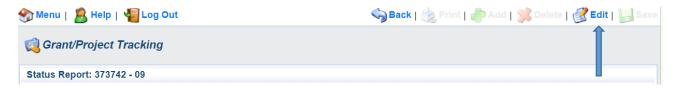
- Select Equipment type being disposed from the Item drop down list
- In the Date Equipment Acquired field, manually enter the date in the format MMDDYYYY. You do not need to enter the "/" between month, date and year
- In the <u>Disposal Date</u> field, click on the calendar icon to select the date in which you are completing the disposal form
- Select your disposal method from the Method of Disposal drop down list
- Enter the serial number on the piece of equipment you wish to dispose of
- Answer the yes/no question regarding the age of the piece of equipment. This is a conditional
 question. If you mark NO, proceed to instruction below that states to click on Return to Top
 and continue.
- If you mark YES, a check box question will appear. Check the box. This indicates that you
 acknowledge that a request to dispose letter must be attached for this piece of equipment due
 to it being less than 5 years old.



- Click on Return to Top
- Click Save



- If you have an additional piece(s) of equipment that you are disposing of, click Add and repeat the steps above.
- If you need to attach a letter for any disposals that are less than 5 years old, click Edit in the upper right hand corner



• Scan in your letter and then click on the Choose File button to attach it. You do not need a separate letter for each disposal listed above. Include them all in the same letter.



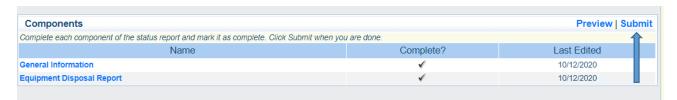
Click Save in the upper right hand corner



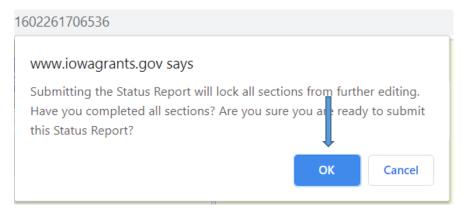
• Once you've entered all disposals and attached your letter if applicable, click Mark as Complete



Click Submit



• If there are no further edits to this form, click OK



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking here